

S E C R E T

O F F I C E O F T R A I N I N G

O P E R A T I O N S S C H O O L

C L A N D E S T I N E S E R V I C E S R E C O R D S I I I

C o u r s e 2

(R E C O R D S O F F I C E R B R I E F I N G)

27 - 28 September 1966

(12 hours)

Room 1-D-35, Headquarters Building

25X1A9a

Chief Instructor

Room 615, 1000 Glebe Road

Extension

25X1A

S E C R E T

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- FOREWARD -

25X1A

This course is intended to familiarize the Records Officer appointee with his duties, as defined in [REDACTED]. It concentrates on his responsibilities in the destruction or disposition of records; his part in opening, closing, and amending files or desensitizing CS Records material; and his function as a focal point for information on the proper execution of records responsibilities. The effect of the RO's work upon operations is considered. Special attention is given to the RO's position with respect to the Records Integration Division, the CS Records Review Group, and the CS Records Committee.

He will also become familiar, through practice, with handling documents referred to him for action.

S E C R E T

Tuesday, 27 September 1966

0830-0915 Administration and Introduction

25X1A9a

Chief Instructor

0915-0945 The Records Officer and His
Responsibilities

DDP/SG

25X1A9a

1000-1050 Opening, Closing, and Amending
CS Files

1100-1200 Sensitive Documents

RID/Analysis

25X1A9a

1200-1300 Lunch

1300-1430 Consolidation of CS Files and Removal
of Restrictions

1440-1700 Practical Exercise: Review of
CS Material for Destruction

25X1A9a

Wednesday, 28 September 1966

0830-1100 Class Critique of Practical Exercise

1100-1200 Conclusion and Final Administration